



Registered Vendor Notification

Dear Sir/Madam:

The State of Maryland is implementing a replacement to the current eMaryland Marketplace (eMM) system. The new eMM will replace all of the current functionality, as well as:

- Make the State easier to do business with
 - Enhance online solicitation processes;
 - Provide additional information online;
- Improve the Vendor Registration process
 - Support multiple vendor managed user accounts;
 - Integrate the Small Business Reserve Qualification Process (January 2012);
- Increase Usage of Statewide Contracts by Local Governments
- Provide a contract search feature available to the public and registered users

Solicitations posted after 1/03/2012 and their respective awards will be posted on the new eMM only. Login access to the current eMM will be cut-off as of 1/31/2012.

To participate in bidding opportunities:

- **Current vendors:** Effective 1/3/2012, please reset your password to begin (instructions are provided below). It is also important that you review and update your entire profile, specifically your commodity codes. These codes determine which solicitation notifications you receive.
- **If you are a vendor that registered in the old legacy eMM after 11/30/2011, you must re-register as a new vendor on the new eMM.**

IMPORTANT: If you currently have multiple accounts in the old legacy eMM, please take note that you will only be allowed one (1) account (by FEIN number) in the new eMM system. However, you will be permitted to add additional users, who will also have access to the account. Email notifications are sent to the main account holder email only. It is recommended that a group email address be used to allow for multiple people to receive notifications at the same time, and eliminate the need to change the email address of the main account holder.

Use the following steps to reset your password in eMaryland Marketplace:

Go to Login Screen

1. Go to <https://emaryland.buyspeed.com/bsol/login.jsp> to access the eMaryland Marketplace login screen. Click on "Forgot Your Password?" at the bottom of page.
2. This will take you to a screen to allow you to reset your password.

Enter User Information

1. Enter your Login ID from the old legacy eMaryland Marketplace system, and enter the email address associated with that ID in the old legacy eMaryland Marketplace.
2. Your information must match the Login ID and Email Address stored in the system to provide a secure mechanism for resetting your password.
3. Once you have entered all required information, click the "Continue" button.

Setup Security Question

1. If your Login ID and Email Address match what is stored in the system, you will be prompted to create a Login Question and Answer if you do not have one setup already.
2. This Login Question and Answer can be used in the future to reset your password if you forget it.
3. Once you have entered all required information, click the “Continue” button.

Finish Process

1. A new screen will prompt you to click the “Continue” button again. The system will then send you an email with a new password. Use this new password to login to the system.

For your convenience, a pre-recorded 1-hour webinar tutorial which demonstrates the ease of using the new vendor registration and the bidding process is available at:

https://emaryland.buyspeed.com/videos/Vendor_Webinar.wmv. Quick Reference Guides and FAQ documents are also available on the [DGS Bid Board](#).

Thank you for your time and interest in doing business with the State of Maryland. If you have any questions or concerns, please email emaryland@dgs.state.md.us, or contact us by phone during normal business hours at 410-767-1492.

Sincerely,

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